

## COMMUNITY USE OF SCHOOL FACILITIES

### Leasing

School facilities and property may be leased to extended day resource programs and any person, group or organization for any lawful purpose in the interest of the community.

A reasonable usage fee shall be charged for the lease of school facilities and property. "Reasonable usage fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease.

### Uncompensated Use

The Superintendent may permit the uncompensated use of facilities and property usage fee with the exception of utilities and personnel fees. Any school affiliated activities are exempt from these fees. School affiliation refers to mascot, name, emblem and school colors are used when competing. Non-affiliated will need to guarantee all expenses for their activity is covered 100%. If District facilities are needed follow Governing Board Policy on Facility Usage. As indicated in the Student Activities Handbook, a student club participating in a joint fundraising project with an outside group such as a parent organization, if the Principal and Student Council have approved the project. These proceeds should be divided 50/50. Use of facilities or property by outside organizations will require a substantial District cost for utilities, services, supplies and/or personnel may be permitted only if goods contributed, services rendered or payments are made to reimburse these costs to the District.

### Generally

The Superintendent shall annually recommend a fee schedule to the Board for the lease of school property. The schedule shall include a designation of those groups whose activities promote the educational function of the School District as determined in good faith by the Superintendent and presented for Board review with the exception of the approved IGA on facility usage.

Property not associated with the use of facilities is covered in section E of the policy manual (see cross referenced policies below). The District will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

Proof of liability insurance shall be required for the use or lease of school property pursuant to A.R.S. [15-1105](#).

The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

*Adopted:* Date of Manual Adoption

LEGAL REF.: A.R.S. [15-511](#)  
[15-1105](#)  
[15-1141](#) to [15-1143](#)  
[16-411](#)

CROSS REF.: [A](#) - District Mission and Belief Statement  
[AC](#) - Nondiscrimination / Equal Opportunity  
[EDC](#) - Authorized Use of School-Owned Materials and Equipment

## COMMUNITY USE OF SCHOOL FACILITIES

An applicant requesting the use of school facilities agrees to comply with the following rules and the District policy concerning conduct on school property if granted permission to use the requested school facilities.

- All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- Outside community group or member will not be granted use of any school facility for any public dances.
- An employee of the District must be on duty whenever a school building is used by an organization or group unless prior approval for other arrangements has been granted.
- The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by responsible adults.
- No alcoholic liquors or beverages shall be brought to or consumed in the buildings or on the grounds.
- Tobacco and smoking is prohibited on school property.
- Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the school. Any sales are prohibited unless the proceeds will be used for charitable or nonprofit educational purposes.
- All groups must provide the District with documentary evidence of liability insurance with a limit of at least ten thousand dollars (\$10,000) for property damage and one million dollars (\$1,000,000) for bodily injury for duration of usage. Each group will be responsible for the repair or replacement of damaged equipment, furniture, or facility.
- The District reserves the right to a required fee according to the fee structure, a money order or cashier's check to cover any damages that might be done to any equipment, furniture, or facility.

- All wages earned by District employees on duty for approved facilities use shall be paid by the District. No District employees shall be paid directly by any group using the facilities.
- When more than one (1) applicant requests the use of a facility for the same time, the applicant filing first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the building administrator's responsibility to issue and retrieve facility keys according to the District key-control procedures.
- Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- All activities must be conducted within the laws, rules and regulations of the State of Arizona and applicable municipal subdivisions.
- Requests for future use may be denied to an organization that fails to comply with established rules.

## COMMUNITY USE OF SCHOOL FACILITIES

### FILING PROCEDURES FOR USE OF EQUIPMENT/FACILITIES

A request is made at the campus of which the facility is located or the equipment is stored at least two (2) weeks before the requested use.

The building administrator of the campus involved shall review the submitted request form, to ensure the applicant has filled in all of the necessary information and has signed the form. The building administrator shall note approval or non-approval, forwarding the request to the District office. If approval is not recommended the request shall be forwarded with an explanation.

If given approval by the District office usage fees, evidence of liability insurance, and other requirements if needed are to be provided and the requests returned as indicated below.

- The request form is sent from the District office back to the building administrator once acted upon. The building administrator is responsible for notifying the applicant of the approval, conditions (if any) imposed or denial of approval and reasons.
  
- If costs are involved, the building administrator asks the applicant to sign below the area specifying the fees and conditions of responsible party, If your organization does not already have liability insurance, one must be obtained thru [www.ebi-ins.com/tulip/](http://www.ebi-ins.com/tulip/) :
  - Step 1. Select your facility: Enter the Facility/Venue/Entity ID : 054  
Select your location: Tuba City USD No. 15: 220
  - Step 2: Qualify your event or activity.  
Answer the questions.
  - Step 3. Get your quote.  
Enter the information
  - Step 4. Enter Insured Information and Contact Information

\*if you have any questions on the website, please call EBI at 1.800.507.8414. (830a-500pm PST Monday-Friday)

Payments of projected fees are to be received in a money order or cashier check only in advance. All liability insurance is to be secured by the applicant, with evidence being sent to the District office one (1) week before the date of use. Failure to secure acceptable liability insurance will cancel the facility usage agreement. Any cost overruns for services or equipment will be billed to the lessee.

**AUTHORIZED USE OF SCHOOL - OWNED  
MATERIALS AND EQUIPMENT**

District equipment may be used by school or nonschool agencies as classified in user's fee schedule (see User's Fee Schedule KF-EC) and individuals for purposes that are not in conflict with any Arizona Revised Statute(s), federal or state rules or regulations, or Board policies, subject to the following:

- The District shall not incur any expense due to the use of materials or equipment.
- The Superintendent shall establish procedures for approval of the use of materials or equipment, or shall submit requests to the Governing Board for review and action.
- The District shall not be in competition with any local business firm that could provide like equipment.
- Rental fees will be charged or waived, as appropriate, by the District. Income from charges will be deposited to the civic center fund.
- Any person or agency using such materials or equipment that is lost or damaged during such period of use shall be required to reimburse the District for repair or replacement. The deposit will be held until the needed repair or replacement is completed.

*Adopted:* Date of Manual Adoption

LEGAL REF.: A.R.S. [15-1105](#)

CROSS REF.: [KF](#) - Community Use of School Facilities

COMMUNITY USE OF SCHOOL FACILITIES
REQUEST FOR USE OF SCHOOL FACILITIES

Date \_\_\_\_\_, 20\_\_\_\_

School/Department Name: \_\_\_\_\_

We, \_\_\_\_\_ request the use of school building facility at
Name of organization / group

\_\_\_\_\_ School for the purpose of presenting the following program:

Specific location requested \_\_\_\_\_

We wish the above facility on the following dates: (An attachment is acceptable.)

Day(s) of week \_\_\_\_\_ Month \_\_\_\_\_ Date(s) \_\_\_\_\_ Year \_\_\_\_\_ Hours \_\_\_\_\_
If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided.
There [ ] (will) [ ] (will not) be an admission charge. The admission will be \_\_\_\_\_ for adults and \_\_\_\_\_ for children. The proceeds will be used for: \_\_\_\_\_

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable. NOTE: Food services charges and technicians are paid separately. Two (2) people the District may contact, if necessary, are:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds.

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO \_\_\_\_\_

Remit to District Office, \_\_\_\_\_

Signatures and titles of organization representatives (2)

FOR DISTRICT USE ONLY LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability Insurance is required.

Base charge of facility to be used. . . . . \$ \_\_\_\_\_

Additional charges . . . . . \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Classification of user (circle one) I II

Your application for school building usage has been:

Building Action

\_\_\_\_\_ Recommended \_\_\_\_\_ Not Recommended for approval

Date \_\_\_\_\_ Principal \_\_\_\_\_

District Action \_\_\_\_\_ Denied or altered for the following reason(s):

\_\_\_\_\_ Approved: \_\_\_\_\_

Business Administrator Date \_\_\_\_\_ 20\_\_\_\_

Superintendent \_\_\_\_\_

Lessee Acknowledgement

Signature \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

**Note:** All requests for use of property and/or equipment must be initiated with the campus building administrator to be involved in authorizing campus-level approval. The request will be forwarded to the District office for final approval/disapproval. In order to avoid conflict in use, please submit all requests at least fourteen (14) days prior to date of requested usage.

**Checklist of Needs (part of application)**

- Custodial services needed
- Cook needed
- Special equipment needed: \_\_\_\_\_
- Audiovisual equipment
- Public address system
- Scoreboard controls
- Kitchen equipment
- Concession stand equipment
- Stage equipment
- Special school personnel
- Chairs: Qty. \_\_\_\_\_
- Tables Qty. \_\_\_\_\_
- Grill (Propane not included)

**Custodial services:**

- Open building
- Close building
- Extra time needed for extra cleanup needed
- Custodial time needed to set up: \_\_\_\_\_

**Estimated number of hours:** \_\_\_\_\_

**Total Hours** \_\_\_\_\_

## COMMUNITY USE OF SCHOOL FACILITIES

### SCHOOL FACILITIES USER FEES

No charge for School related use.

**Class I Fees** See Below

Community college  
Community concerts  
Government organizations  
League Programs & Organizations

Civic organizations  
Educational organizations  
Service organizations  
Cultural organizations

**Class II Fees** See below

Commercial or profit-making organizations

Cost per Hour	Deposit	Class I		Class II	
		1 <sup>st</sup> Hour	Each Additional Hours	1 <sup>st</sup> Hour	Each Additional Hours
Each Classroom	\$30.00	\$30.00	\$15.00/hour after	\$30.00	\$15.00/hour after
Energy Fee		\$60.00/ 3 hours	\$7.00/hour after	\$60.00/ 3 hours	\$7.00/hour after
Multi-Purpose Room	\$50.00	\$50.00	\$25.00/hour after	\$75.00	\$50.00/hour after
Energy Fee		\$60.00/ 3 hours	\$7.00/hour after	\$60.00/ 3 hours	\$7.00/hour after
HS Lecture Room	\$30.00	\$30.00	\$15.00/hour after	\$30.00	\$15.00/hour after
Energy Fee		\$60.00/ 3 hours	\$7.00/hour after	\$60.00/ 3 hours	\$7.00/hour after
HS Pavilion	\$100.00	\$100.00	\$50.00/hour after	\$200	\$100/hour after
Energy Fee		\$100.00/ 3 hours	←	\$300.00/ 5 hours	←
HS Gym w/ Lockers	\$30.00	\$30.00	\$15.00/hour after	\$150/ 5 hours	\$25/hour after
Energy Fee		\$60.00/3 hours	\$7.00/hour after	\$60.00/hours	\$7.00/hour after
Cafeteria	\$50.00	\$50.00	\$25.00/hour after	\$75.00	\$50.00/hour after
Energy Fee		\$60.00/3 hours	\$7.00/hour after	\$60.00/3 hours	\$7.00/hour after
Stadium (day)	\$40.00	\$40.00	\$20.00/hour after	\$60.00	\$30.00/hour after
Stadium (night)	\$100.00	\$200.00	\$100/hour after	\$300.00	\$150.00/hour after
Energy Fee		\$200.00/4 hours	←	\$200.00/4 hours	←
Practice Ball Field (Dirt)	\$40.00	\$40.00	\$20.00/hour after	\$70.00	\$35.00/hour after
Ropes Course	\$200.00	\$200.00	\$50.00/hour after	\$300.00	\$100.00/hour after
HS Ball Field	\$100.00	\$100.00	\$50.00/hour after	\$200.00	\$100/hour after
Energy Fee (night)		\$200.00/4 hours	←	\$200.00/4 hours	←
Parking Lot	\$25.00	\$25.00	\$10.00/hour after	\$25.00	\$10.00/hour after

**\*\*Deposits are required at the time of reservation. Refundable pending Security Check-Out Form.**

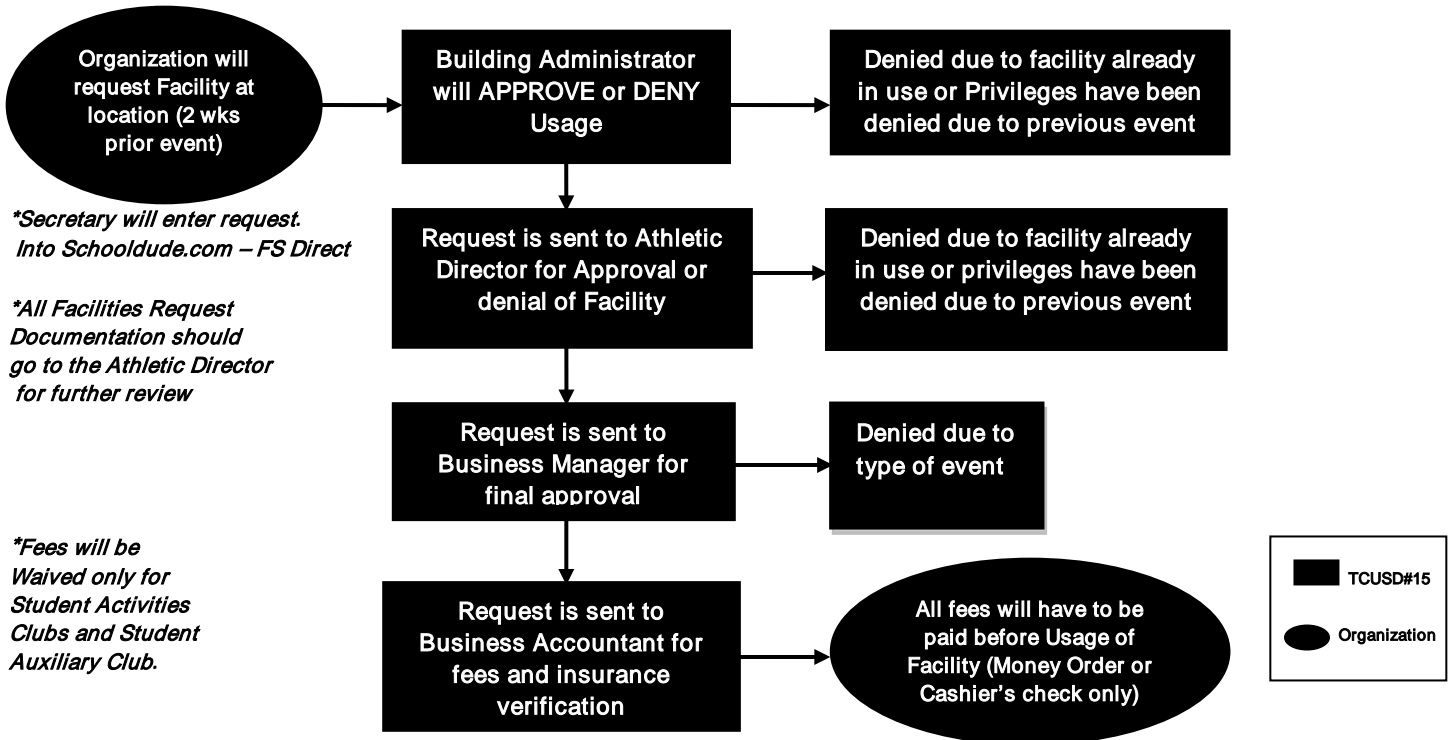


Personnel Fees	
Security	\$30.00/ hour
Custodial/Maintenance	\$30.00/hour

Equipment Rentals on Campus	Deposit	Fees
PA	\$30.00	\$20.00/hour
Projector	\$30.00	\$20.00/hour
Chairs	\$35.00	\$35 set of 35 per use
Tables	\$35.00	\$25.00 set of 5 tables
Stage	\$30.00	\$20.00/hour

Equipment Rentals Off-Campus	Deposit	Fees
Chairs	\$100.00	\$1.00 per chair a day
Tables	\$150.00	\$15.00 a table per day
Carpet Cleaner	\$50.00	\$35.00 first 4 hours/\$50.00 a day
Grill Propane (Propane not included)	\$150.00	\$100.00 a day
Stage	\$50.00	\$75.00 a day

# Organizational Chart for FS Direct - Schooldude



## To obtain 3<sup>rd</sup> party liability insurance:

Go to: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)

Step 1: Select your facility

- - - -> -Enter the Facility/Venue/Entity 0524-220 (Arizona School Risk)
- Facility Location

Step 2 – Qualify your event or activity

- Answer questions

Step 3: Enter your information to obtain your quote

(after you have obtained your quote and would like to purchase- continue)

Step 4: Enter Insured Information and Contact Information

Step 5: Review your policy

Step 6: To purchase, credit card and checks only (Visa, Master Card, American Express are accepted)

Step 7: Once paid, print the policy and bring into the District Office along with the payment for the Facility Rental.

A Member of the OneBeacon Insurance Group

Home Applications Products New Brokers Submit Business Claims

Please call 1-800-907-9414 for immediate assistance (business hours only)

Welcome!

In order to purchase insurance for your event or activity, simply answer the questions and fill-in the information blanks below.

Please do not use your browsers "Back" button during this process or you may lose entered information.

**Step 1: Select your facility**

Please identify the facility where your event or activity will be taking place.

\* Enter the Facility / Venue / Entity ID you were given 0524 - 220

[If you don't know the Facility ID then click here.](#)

You can find the ID code for your facility by selecting the facility name from the following list:

Arizona School Risk Retention Trust

This facility contains multiple locations, please select the location you want below:

Tuba City USD No. 15 - 220

You have selected the facility with the following information:  
(Please note the address below may be the mailing address for the facility and may not reflect the actual address where your event is taking place.)

**Step 3: Get your quote**

Event Dates:  
\*Be sure to include the dates required for setup and takedown/cleanup for the event or activity.

\*If your event will extend past midnight, be sure to add one additional day since coverage ends at 12:01 AM.

Select the dates for your event:

April 2012							May 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

\* Name of your Event

Event Length (Days) 1

\* Average Daily attendance

\* Do you require liquor liability coverage? ( )  Yes  No

Number of exhibitors that **do not sell** products or services ( )

Number of concessionaires that **sell non food** products or services ( )

Number of concessionaires that **sell food** products ( )

Number of attractions (Performers, etc) ( )

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**Tuba City Unified School District No. 15**  
**Security Department**  
**Walk-Through Form**

- Elementary School
- Middle School
- High School

- High School Cafeteria
- Football Field
- Baseball Field

- Softball Field
- Conference Room – District Office
- Primary School

Check – In Date/Time: \_\_\_\_\_

Check – Out Date/Time: \_\_\_\_\_

- Parking Lot Clean
- Trash Empty
- Doors/ Gates Good condition
- Restroom Clean/Good Condition
- Window(s)/Screen(s) Good Condition
- Clean Floor (Swept & Mop)
- Walls and paint in Good Condition
- Lights and fixtures in good condition
- \_\_\_\_\_Qty of Horses
- Other, Specify: \_\_\_\_\_

- Parking Lot Clean
- Trash Empty
- Doors/Gate Good Condition
- Restroom Clean/Good Condition
- Window(s)/Screen(s) Good Condition
- Clean Floor (Swept & Mop)
- Walls and paint in Good Condition
- Lights and fixtures in good condition
- \_\_\_\_\_Qty of Horses
- Other, Specify: \_\_\_\_\_

Comment:

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Responsible Person's Information

Requestor's Printed Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Security On-Duty Signature \_\_\_\_\_

Date \_\_\_\_\_

- Yes, return deposit
- No, do not return deposit, details in comment section